

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 300 PERSONNEL	SUPERSEDES: AR 322 (01/21/92)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 322 TYPES OF LEAVE AND LEAVE PROCEDURE TEMP	EFFECTIVE DATE: 10/10/03

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PURPOSE

To set forth the guidelines concerning attendance and leave.

To establish standard procedures for requesting leave and the reporting of absences.

AUTHORITY

NRS 284.350
NRS 281.390
NRS 284.365
NRS 284.355

NRS 284.362
NAC 284.523 – 284.598 inclusive
29 CFR §825.114

RESPONSIBILITY

The Appointing Authority shall be responsible for overall implementation and compliance with this regulation.

The Supervisor, with the cooperation of the Department Payroll Office, shall be responsible to ensure that the employee does not exceed 12 weeks/480 hours entitlement under the provisions of the FMLA.

Supervisors shall be responsible for proper reporting to the Department Payroll Office regarding leave and return to work issues. The Supervisor is also responsible for proper completion and submittal of timesheets.

The Department Payroll Office shall be responsible for proper maintenance of timesheets, and must ensure proper administration of this regulation in conjunction with the Rules for Personnel Administration.

The employee shall be responsible for the accurate and timely submission of his timesheets with appropriate entries for all hours taken during an absence from work. The supervisor shall be responsible for ensuring that all such timesheets are received and verified on a timely basis so that overpayments may be avoided.

The employee shall be responsible to report to duty on a daily basis, absences, maintain proper leave usage, and to submit accurate timesheets within the appropriate pay period deadlines to their Supervisor.

DEFINITIONS

APPOINTING AUTHORITIES – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, and Correctional Programs Division Administrator.

DEPARTMENT – The Nevada Department of Corrections.

DEPARTMENT PAYROLL OFFICE – The payroll office located in the Department Personnel Division in Carson City who supervises all payroll functions within the Department.

DEPARTMENT PERSONNEL OFFICER – The administrative officer in charge of the Department's Personnel Division, and Custodian of Records maintained within the Department Personnel Division.

DIVISION HEADS – Those individuals responsible for the major divisions of the Department; such as Personnel, EEO/Professional Development, Inmates Services, Fiscal, Inspector Generals Office, Procurement, Accounting, Offender Management, Stores, Medical.

EMPLOYEE - A person legally holding a position with the Department in the public service as defined in NRS 284.015.

IMMEDIATE FAMILY – As defined in NAC 284.5235.

LEAVE TYPES – Authorized absences from duty including, Annual Leave, Sick Leave, Military Leave, Compensatory time off, Administrative Leave, Leave without pay, Civil Leave, Catastrophic Leave, Leave of Absence, and FMLA.

PEACE OFFICER – Positions designated pursuant to the definitions contained in, NRS 169.125; NRS 289.010; NRS 289.220; NRS 289.480; NAC 289.060, inclusive.

ROLLING 12-MONTH PERIOD – The 12-month period as measured backward from the date an employee uses any family and medical leave.

SERIOUS HEALTH CONDITION – As defined in NAC 284.5239.

SUPERVISOR – An employee of the Department that provides supervision and has first line supervisory authority, and are responsible for the performance and evaluation of subordinate employees. These employees are within the direct chain of supervision, scope and authority.

WARDEN - The administrative officer in charge of an institution of the Department.

APPLICABILITY

This regulation applies to all employees of the Department of Corrections.

PROCEDURES

322.01 ANNUAL LEAVE

1.1 Accrual

1.1.1 An employee in the public service, whether in the classified or unclassified service, is entitled to annual leave with pay of 1¼ working days for each month of continuous public service.

1.1.1.1 Completion of ten years or more but less than fifteen years of continuous full-time or part-time state service entitles the employee to accrue up to a maximum of 1 ½ days of annual leave for each calendar month of full-time

service.

1.1.1.2 Completion of fifteen years or more of continuous full-time or part-time state service entitles the employee to accrue up to a maximum of 1¾ days of annual leave for each calendar month of full-time service.

1.1.2 Part-time employees shall receive prorated annual leave.

1.1.3 Annual leave shall accrue during the first 6 months of employment, but cannot be utilized during that period.

1.1.4 Annual leave shall be cumulative from year to year, not to exceed 240-hours.

1.1.4.1 Annual leave in excess of 240- hours must be used prior to January 1 of each year.

1.1.4.2 Annual leave in excess of 240- hours shall be forfeited on January 1 of each year, unless on or before October 15 an Authorization for Leave and Overtime Request Form DOC-1000 is completed requesting permission to utilize the annual leave and the request for annual leave is denied in writing for any reason.

1.1.4.3 In December of that year, the Authorization for Leave and Overtime Request Form DOC-1000 requesting the leave and the written denial shall be forwarded to the Department Payroll Office with a request for payment to be paid on the first paycheck after January 1.

1.2 Usage

1.2.1 An appointing authority shall determine the time when annual leave is taken after considering the needs of the Department and seniority of the employee.

1.2.2 Annual leave may not be granted in excess of the accumulated annual leave balance.

1.2.3 An employee shall request annual leave on the Authorization for Leave and Overtime Request Form DOC-1000 at least 30-days in advance.

- Except as provided for leave bidding pursuant to the Department's Administrative Regulation 325.
- The approval or denial must be in writing on the Form DOC-1000 within 15-workdays after receipt.

1.2.4 If a leave request is denied for a valid reason and the employee subsequently reports sick leave, a physician's certificate will be required. Failure to provide a physician's certificate will result in AWOL for that absence.

1.2.5 Leave requests submitted without sufficient notice may not be accommodated.

1.2.6 Staff may be granted annual leave that has not been previously scheduled if the institution can accommodate the leave pursuant to the Department's Administrative Regulation 325.

1.2.7 Excluded classified or unclassified employees must only report absences of one or more full workdays by utilizing the leave appropriate for the absence.

1.3 Separation/Transfer/Restoration

1.3.1 Upon separation after six months of continuous service, an employee must be paid a lump sum payment for any unused annual leave earned through the last day worked.

1.3.2 An employee who transfers from one state agency to another shall have their annual leave balance transferred to the new agency.

1.3.3 Upon transfer to another institution any approved leave requests may be resubmitted for approval.

1.3.4 An employee who returns to state service following a separation will accrue annual leave based on total state service after completion of 3-years of continuous service upon return.

1.4 Annual Leave Bidding

1.4.1 A peace officer employee shall request annual leave prior to the end of the calendar year for the following years' schedule, or as dictated by institutional policy.

1.4.2 Employees who are in danger of being in a use or lose situation must ensure the supervisor is aware when approving leave requests.

1.4.3 The Warden or designated representative will review annual leave balances prior to approval of leave requests.

322.02 SICK LEAVE

1.1 Accrual

1.1.1 An employee in the State service, whether in the classified or unclassified service, is entitled to sick leave on the basis of 1¼ working days of credit for each month of full-time service.

1.1.2 Part time employees are entitled to prorated sick leave on the basis of 1¼ days of credit for the equivalent of one month of full-time service.

1.1.3 Sick leave shall be cumulative from year to year, except:

1.1.4 After an employee has accumulated ninety working days of sick leave credit, the amount of additional unused sick leave credit which they are entitled to carry forward from one year to the next, is limited to one-half of the unused sick leave which accrues during the year, the remaining one-half of the sick leave, over ninety days, which accrues must be placed in a separate account and may be used after exhausting all the sick leave other wise available and meet the conditions of NAC 284.554, 284.566 and 284.568.

1.2 Usage

1.2.1 An employee is entitled to use their accumulated sick leave under the following conditions:

1.2.1.1 Inability to perform the duties of his position because of sickness, injury, or physical incapacity due to a medical condition.

1.2.1.2 Physical incapacity due to pregnancy or childbirth and is unable to perform the duties of the employee's position.

1.2.1.3 Quarantined.

1.2.1.4 Receiving required medical, psychological, optometric or dental service.

1.2.1.5 A death in the employee's immediate family, sick leave cannot exceed five working days per death.

- Catastrophic leave may be utilized, pursuant to the provisions of Catastrophic Leave, when all leave balances are depleted.

1.2.1.6 The Warden/Division Head must ascertain the absence is for an authorized reason prior to approval of sick leave. The employee may be required to submit substantiating evidence, which may include but is not limited to a physician's certificate.

1.2.1.7 An employee shall request sick leave at least 30-days in advance when the need for leave is foreseeable.

1.2.1.8 If, after exhausting their accumulated sick leave, an employee needs

additional time off from work, annual leave or leave without pay may be granted at the discretion of the Warden/Division Head.

1.2.1.9 A statement from a provider of health care may be required to allow an employee to return to work if the requirement is related to the employee's ability to perform one or more of the essential functions of his position.

1.2.1.10 An appointing authority may place an employee on sick leave if, due to a known or suspected illness, the employee is not performing at the level required by this position or appears to be contagious.

- An employee with a disability may be placed on sick leave pursuant to the provisions of NAC 284.568.

1.2.1.11 If an employee is needed to provide care for a member of their immediate family member living in the employee's household, the employee may use their accumulated sick leave, not to exceed 120-hours in any one calendar year.

- An employee is not subject to the 120-hour limitation if the leave is approved under the Family and Medical Leave Act.

1.2.1.12 An employee is eligible to file an exception to the 120-hour limitation or the requirement that the immediate family member be living in the employee's household.

- To obtain such exception, the employee is required to submit a request in writing via the chain of command to the Department Personnel Officer.

1.3 Abuse

1.3.1 In cases of suspected abuse, the supervisor may request supporting documentation from the Department Payroll Office. Examples of abuse may include:

- Consistently reporting sick leave in conjunction with Regular Days Off (RDO's).
- Denial of annual leave and subsequently reporting sick leave.
- Excessive use of sick leave without supporting physician's documentation of need.
- Use of more sick leave than the employee accrued in a rolling 12-month period without a serious health condition.

1.3.2 The supervisor must issue a letter of instruction which documents the reason the Department suspects leave abuse. This letter must address with the employee the expectations for future sick leave usage, and can include a requirement for physician's documentation of illness.

1.3.3 If corrective measures do not sufficiently correct the leave abuse, a Letter of Reprimand NPD-52 should be issued, citing specific abuses. This reprimand should include a requirement for physician's documentation of illness on each absence for a period up to 90-days.

1.3.3.1 Failure to provide physician's documentation of illness as requested may result in disciplinary action.

1.3.3.2 Proper physician's documentation will include:

- Signature, address, and telephone number of provider of health care as defined in NAC 284.52375.
- The date(s) employee was/is unable to work and reason.

1.3.4 Further documented occurrences of leave abuse may result in further disciplinary action up to and including termination.

1.3.5 Evidence employee falsely reported sick leave shall result in disciplinary action up to and including termination.

1.4 Separation/Transfer/Restoration

1.4.1 An employee who is separating from State employment earns sick leave through their last working day.

1.4.2 An employee who transfers from one State agency to another without a break in service, shall have their sick leave balance transferred to the new agency.

1.4.3 When an employee is rehired they are not entitled to restoration of accrued and unused sick leave which remained at the time of their separation.

322.03 FAMILY AND MEDICAL LEAVE ACT

1.1 For purposes of FMLA eligibility, the State of Nevada is deemed to be one employer.

1.2 The definition of immediate family for FMLA purposes is: spouse, parent, or child of the employee. (FMLA is not available for parents-in-law.)

1.3 To qualify for FMLA, an employee must be employed by the State of Nevada for one year or more prior to the onset of the leave and have been in paid status for at least 1,250-hours during the 12-month period proceeding the leave.

1.4 The maximum amount of leave taken under FMLA is the equivalent of twelve weeks (480-hours for a full time employee) during a rolling 12-month period. For part time employees, this entitlement will be prorated.

1.5 Leave taken under more than one qualifying event during a year will be combined and counted against the employee's entitlement for that year.

1.6 Leave taken under FMLA may be intermittent or on a reduced leave schedule under certain circumstances with medical documentation of necessity.

1.7 Leave may be taken for a qualifying event for the employee or a member of the employee's immediate family.

1.8 Leave taken due to a work-related injury which qualifies as a serious health condition under FMLA will be counted toward the employee's annual entitlement under FMLA.

1.9 FMLA requirements concerning the birth or adoption of a child of an eligible employee.

1.9.1 When one parent of the child is an employee of the Department of Corrections and the other parent is not an employee of the State of Nevada, the Department of Corrections employee will be entitled to the entire twelve-week entitlement under FMLA.

1.9.2 When one parent of the child is an employee of the Department of Corrections and the other parent is an employee of another State agency, the leave taken under FMLA by both parents shall not exceed the twelve-week entitlement.

1.9.2.1 The Department Payroll Office shall coordinate with the agency employing the non-Department employee to determine the proper leave amount available to the Department employee.

1.9.2.2 Leave for the serious health condition of the mother, subject to medical documentation, is not subject to the combined limit.

1.9.3 When both parents of the child are employees of the Department, the combined leave taken by both parents shall not exceed the twelve-week limit.

1.9.3.1 Leave taken for the serious health condition of the mother, subject to medical documentation, is not subject to the combined limit.

1.9.4 Leave taken for the birth or adoption of a child may not be taken intermittently without the approval of the Warden/Division Head after considering the needs of the Department.

1.9.5 Entitlement to leave by either parent expires 12 months after the date of birth or adoption of the child.

1.10 The Department is responsible for paying the employer's contribution for employee insurance coverage during the term of the FMLA leave, including during any period of LWOP.

1.10.1 The employee shall remain responsible for their dependant coverage.

1.10.2 Should the employee fail to return to work following an FMLA absence, the Department may recover the employers and employees portions of the insurance premiums paid on behalf of the employee.

1.11 An employee is entitled to be returned to the same or an equivalent position.

1.12 The employee shall be responsible for giving a minimum of thirty (30) days written notice to his supervisor for any extended leave needed for the birth of a child or for any planned health care event which may possibly qualify under FMLA.

- The supervisor shall be responsible for providing immediate notification to the Department Payroll Office of an event that may qualify under FMLA.

1.13 An employee having missed three or more consecutive days of work as a result of illness or injury to themselves or an immediate family member shall be made aware of the provisions of FMLA.

1.13.1 The supervisor shall be responsible for ensuring that all use of sick leave or family sick leave of three or more consecutive days is correctly entered on the employee's timesheet and brought to the attention of the Department Payroll Office.

1.14 The Department Payroll Office shall be responsible for giving the employee notice of his rights and obligations under the FMLA by delivery in person or by mail to the employee:

- Department letter explaining FMLA provisions to the employee with copy to supervisor;
- Request for Leave of Absence Form NPD-60; and
- Certification of Health Care Provider Form NPD-61.

- 1.14.1 The properly completed Request for Leave and Certification of Health Care provider forms from the employee shall be submitted to the Department Payroll Office.
- 1.14.2 The Department Payroll Office shall notify the employee of the approval/denial using the Employer Response to Employee Request for Family and Medical Leave Form NPD-62.
- 1.15 Only the Department Payroll Office may approve FMLA based on the eligibility criteria.
- 1.16 Leave Usage under FMLA
- 1.16.1 The Department will require an employee to substitute paid leave to the extent available for unpaid leave while absent from work due to a qualifying FMLA event in the order of preference of the employee as shown below:
- 1.16.1.1 For an absence due to the serious health condition of the employee:
- Sick Leave (when medically documented); and
 - Annual Leave.
- 1.16.1.2 For an absence due to the serious health condition of the immediate family member of an employee:
- Family Sick Leave; and
 - Annual Leave.
- 1.16.1.3 For an absence due to the birth or adoption of a child of an employee:
- Sick or Family Sick Leave (dependent upon illness of mother or child) and;
 - Annual Leave.
- 1.16.1.4 Leave Without Pay shall be granted under FMLA only when all available types of paid leave have been exhausted. Under no circumstances may an employee elect to use Leave Without Pay for an FMLA event while retaining available paid leave balances.

1.16.2 Compensatory Time may not be used to extend the entitlement under FMLA.

- Since compensatory time is not counted against the twelve-week entitlement period, it may not be used during the FMLA qualifying absence unless the compensatory time is used to supplement benefits under an approved worker's compensation claim after exhaustion of all sick and annual leave available.

1.17 Accounting for Leave

1.17.1 Leave taken in excess of three consecutive work days for a possibly qualifying event shall be provisionally designated as FMLA leave and shall be counted against the employee's annual entitlement under the act. Upon receipt of required documentation, a final determination will be made.

1.17.2 The employee shall be responsible for the accurate completion and submittal to the Department Payroll Office of the required FMLA forms.

- 1.17.2.1 Should the employee fail to provide the information, the leave shall be designated as FMLA leave and count against the employee's annual entitlement.

1.17.3 The employee shall be responsible for communicating to his supervisor his intentions concerning his return to work date once every two weeks. Should the employee indicate his intent not to return, or should the employee fail to communicate with his supervisor concerning his status for longer than two calendar weeks, the supervisor shall be responsible for notifying the Department Payroll Office so that appropriate action may be taken to avoid overpayment to the employee.

1.18 Catastrophic Leave During an FMLA Absence

1.18.1 In order to accommodate the requirement that all available leave balances be used before an employee may receive catastrophic leave donations, an employee absent for a qualifying FMLA event who also qualifies for catastrophic leave may utilize his comp time balances only in the manner prescribed by the Department Payroll Office.

1.19 Worker's Compensation Leave during an FMLA Absence

1.19.1 In accordance with regulations governing FMLA, the requirement that all sick leave be exhausted prior to the use of annual leave will not apply during concurrent periods of work related injury or illness and FMLA events.

1.19.2 If an employee has an approved worker's compensation claim, the insurance coverage will be maintained for a period of up to 9-months. This is not affected by the FMLA status.

1.20 All FMLA documents shall be maintained in the employee's medical file.

322.04 CATASTROPHIC LEAVE

1.1 Notifications

1.1.1 The employee shall be responsible for giving written notice of the need for Catastrophic Leave by means of the Request to Use Catastrophic Leave Form PAY-23.

1.1.2 The Department Payroll Office shall notify the employee when his request to use Catastrophic Leave has been acted upon by the Committee.

1.2 FMLA Requirements

1.2.1 No Request to Use Catastrophic Leave will be forwarded to the Catastrophic Leave Committee unless FMLA paperwork has been properly submitted by the employee in accordance with the provisions of the FMLA Procedure of the Department.

1.3 Request to Use Catastrophic Leave

1.3.1 Any Request to Use Catastrophic Leave received which is incomplete or is received without the required information from a health care provider documenting the need for Catastrophic Leave including diagnosis, treatment plan and expected time of disability will not be forwarded to the Committee until the missing information is received.

1.3.2 Any Request to Use Catastrophic Leave which does not meet the basic requirements for approval will be denied by the Department Payroll Office without submission to the Catastrophic Leave Committee.

1.3.2.1 The basic requirements for Catastrophic Leave are that the event meet the definition of catastrophe as used in NRS 284.362 through NRS 284.3626, inclusive, which is a serious life-threatening illness or an illness which will require a lengthy convalescence or a death in the employee's immediate family.

1.4 Catastrophic Leave Committee

1.4.1 The Catastrophic Leave Committee consists of the Personnel Officer III, the Medical Director and may at times include other members of the Department as appointed by the Director.

1.4.2 The Committee does not normally meet together according to a specific schedule. Therefore, there are no deadlines for submission of applications for use of Catastrophic Leave. Requests are reviewed and considered by each member of the committee in turn as they are received and submitted by the Department Payroll Office.

1.4.3 The Committee shall have the responsibility to determine whether or not an event

meets the qualifying criteria for use of Catastrophic Leave under the definitions contained in NRS 284.362 through 284.3626, inclusive, applying such determination equally and consistently to all applications.

1.4.4 An approval or denial is documented on the Request to Use Catastrophic Leave Form PAY-23. The Department Payroll shall notify the employee of the approval/denial.

1.4.5 The decision of the Catastrophic Leave Committee concerning the denial of Catastrophic Leave may be appealed to the State of Nevada Catastrophic Committee utilizing the Formal Appeal Form PAY-23B.

1.5 Catastrophic Leave Donations

1.5.1 Sick leave balance must not fall below 240-hours due to donation, special sick leave or annual leave in increments of eight hours.

1.5.2 An employee may donate up to a total 120 hours per calendar year of sick leave by utilizing the Notice of Intent to Donate Leave Form NPD-25.

1.5.2.1 An employee may transfer leave by utilizing the Request to Transfer Leave Form NPD-25.

1.5.3 An employee may not be allowed to receive or use leave donated by another employee or from the Catastrophic Leave Bank until the approval of the Catastrophic Leave Committee.

1.5.4 An employee approved for Catastrophic Leave will not be allowed to use donated leave until all their leave balances have been exhausted. Donated leave will be utilized in order of date of receipt.

1.5.5 An employee will not accrue sick or annual leave, nor will they be eligible for holiday pay while utilizing Catastrophic Leave.

1.5.6 Catastrophic Leave is paid at the rate of pay of the recipient on the date the leave is used.

1.5.7 Donations will be allowed between employees of the Department and employees of other state agencies.

1.5.8 Any unused Catastrophic Leave will be returned to the donor.

1.5.9 The Catastrophic Leave bank of the Department shall be administered by the Department Payroll Office under the direction of the Department Personnel Officer.

322.05 MILITARY LEAVE

1.1 Employees who are members of the armed forces of the United States must be granted a leave of absence with pay to serve under official orders, not to exceed fifteen (15) working days in any 1 calendar year.

1.1.1 The supervisor must secure a copy of the order prior to approval of the military leave request.

1.1.2 Military Leave which exceeds 15-days may be taken as Annual Leave, Leave Without Pay or Compensatory Time by the employee.

1.2 It is the employees responsibility to utilize the MIL code and properly code their timesheets. If leave without pay or other leave is utilized military should be recorded under the remarks section of the timesheet.

1.2.1 The supervisor shall ensure the timesheets are completed accurately prior to submission to the Department Payroll Office.

1.3 When a permanent or probationary employee is granted a leave of absence without pay for service as described in NRS 284.365, and request reinstatement within 90-days at the conclusion of service, they must be reinstated to the former class with like seniority, status and pay.

1.3.1 The Department Personnel Officer must be consulted when this occurs.

322.06 OTHER LEAVE

1.1 Civil Leave will be authorized as follows:

- Donating blood;
- For jury duty;
- Court appearance as a witness;
- Voting; and
- Acting as a firemen or meeting other emergency.

1.1.1 An employee is paid their regular salary and may retain any fees paid.

1.1.2 If an employee serves as a witness in their official capacity any fees offered must be relinquished to the Department.

1.1.3 A registered voter may absent themselves from their workplace at a time

designated by the Department, if it is impracticable for them to vote before or after their hours of employment. A sufficient time to vote shall be determined as follows:

- The distance between the place of employment and the polling place is two miles or less, 1-hour.
- The distance is between two miles and ten miles, 2-hours.
- The distance is more than ten miles, 3-hours.

1.1.3.1 A request for leave of absence to vote shall be made to the supervisor prior to the day of the election.

1.2 Administrative Leave may be granted as designated in NAC 284.589.

1.3 Compensatory Time

1.3.1 Overtime should be kept to an absolute minimum and may only be worked after securing approval from the supervisor.

1.3.1.1 Overtime should be requested and documented on the Authorized for Leave and Overtime Form DOC-1000.

1.3.1.2 Non-exempt employees are required to claim Overtime as Compensatory time in lieu of cash payment, unless otherwise approved by the appointing authority.

1.3.2 Compensatory time should be utilized prior to the utilization of Annual Leave, unless the employee may lose Annual Leave at the end of the calendar year.

1.3.3 Compensatory time may not be accrued in excess of 120-hours. Overtime liability incurred in excess of this limit must be paid.

1.3.3.1 The Department may pay in cash for Compensatory Time accrued below these limits.

322.07 LEAVE WITHOUT PAY

1.1 Leave Without Pay (LWOP) can be considered authorized or not authorized depending on the circumstance.

1.2 An employee must utilize all paid leave prior to requesting LWOP.

- 1.3 The supervisor may approve or deny a request for LWOP.
- 1.4 Absenteeism that results in excessive use of LWOP may be grounds for disciplinary action.

322.08 ABSENCE WITHOUT LEAVE (AWOL)

- 1.1 An absence reported but not authorized, or an unreported absence, shall be coded AWOL on the timesheet and a deduction from pay shall be made.

- 1.1.1 Such absences may be grounds for disciplinary action, up to and including termination.

- 1.1.2 AWOL absences for five (5) consecutive working days will result in dismissal from State service.

- 1.1.2.1 Once an employee has not reported for work for one full workday,
a
certified letter must be forwarded to the employees last known
address
detailing these provisions by the Warden/Division Head.

- 1.1.2.2 At the conclusion of the fifth day of AWOL, the Warden or Division Head must prepare a Specificity of Charges on a permanent employee recommending termination. Probationary employees may be
rejected
utilizing the procedure set forth in the Department's Administrative Regulation 313.

322.09 NOTIFICATION OF ABSENCES

- 1.1 An employee must notify their supervisor of an absence from duty in a prompt manner.

- 1.1.1 Prior to the start of the shift, but no later than one half hour after the start of the shift.

- 1.2 An employee must speak directly to the supervisor or designated representative .

- 1.2.1 When a supervisor is not available the next in the chain of command must be notified.

- 1.2.2 An alternative may be utilized when appointed by the supervisor.

- 1.2.3 The employee shall personally notify the supervisor unless physically unable to do so. If the employee is physically unable to do so, another individual shall be appointed to notify the employer.

1.3 An employee is expected to report to duty on time each day.

1.3.1 When an unexpected delay or emergency causes an employee to be tardy, this must be reported promptly as described above.

1.3.2 Failure to notify or excessive tardiness will result in progressive disciplinary action.

1.4 Failure to provide prompt notification may be grounds for disciplinary action.

322.10 SUBMISSION OF LEAVE FORMS AND TIMESHEETS

1.1 Requests for leave must be submitted utilizing the Authorization for Leave and Overtime Request Form DOC-1000.

1.2 The Authorization for Leave and Overtime Request Form DOC-1000 should be submitted well in advance as required in this regulation and approved by the supervisor prior to taking the leave.

1.3 Leave will be charged in 15-minute increments and to the next highest hour or quarter hour.

1.4 All leaves must be recorded on the State of Nevada Weekly Timesheet.

1.4.1 An employee must submit a timesheet each week to their supervisor.

1.4.2 An employee must account for all hours in a pay period.

1.4.3 An excluded employee must submit a timesheet when there are full-day exceptions to the workweek.

1.4.4 An employee who falsifies their timesheet will be subject to disciplinary action, up to and including termination.

1.4.5 The supervisor is responsible for reviewing and ensuring accurate entries on their employee's timesheets.

1.4.6 The supervisor or the Department Payroll Office may change an entry on an employee's timesheet for the correction of errors.

1.4.6.1 When a change is made to a timesheet, the supervisor or Department Payroll Office must notify the employee.

1.4.6.2 If an employee contests the change to the timesheet, they will only receive

base pay until the issue is resolved.

1.4.7 A supervisor who is negligent in reviewing the accuracy of an employee's timesheet will be subject to disciplinary action.

REFERENCES

ACA Standard 3-4063

ATTACHMENTS

Authorization for Leave and Overtime Request Form DOC-1000

Request for FMLA Leave NPD-60

Certification of Health Care Provider NPD-61

Employer Response to Employee Request for Family or Medical Leave NPD-62

Request for Catastrophic Leave PAY-23

Notice of Intent to Donate/Transfer Leave NPD-25

Catastrophic Leave Appeals Committee Formal Appeal PAY-23B

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

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No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.